

Guidelines

Company Clothing Allowance

Annual Allowance

- Full-Time Employees: \$225/year
- Part-Time Employees: \$100/year
- Seasonal/Interns: \$40/year

Ordering Information

- Employees may also purchase items using a personal card or payroll deduction
- Company clothing is encouraged for public-facing events, but not required
- Clothing allowance does not roll over - unused funds are forfeited at year-end
- Employees receive a new allowance annually based on employment status

Additional Guidelines

- Clothing orders cannot be returned unless damaged
- Orders typically take approximately 4 weeks for delivery
- Delivery options:
 - Corporate Office
 - Home Address
 - Vendor Pickup (Appleton)
- \$4 delivery charge applies (comes out of allowance)
- Clothing purchases are considered a taxable fringe benefit and payroll taxes apply

Account Setup & Questions

- Employees must register using their SCS email address (if applicable)
- Contact HR with any questions regarding clothing allowance or orders



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